

**Matthew Arnold School:
Person Specification for Student Support Coordinator**

Specification	Criteria
Education	<ul style="list-style-type: none"> ● GCSE C grade /Level 4 or equivalent in English, Maths, Science
Experience	<ul style="list-style-type: none"> ● Experience of working with adolescent who have BESD/SEMH or are experiencing difficulties in engaging with school. ● Experience of working in a team, or managing a team, in a school or educational setting ● Experience of running intervention and support programmes to enable students with BESD or other barriers to learning such as mental health, to overcome their difficulties and thrive in school ● Ability to triage students who are suffering with mental health issues and to work alongside the school counsellor to manage referrals. ● Experience of working with CAMHS and social care to support learners.
Skills, Aptitudes and Knowledge	<ul style="list-style-type: none"> ● Organisational skills to manage time and workload effectively for self and for the team ● Ability to prioritise the urgent and manage the day-to-day work of the team ● Good working knowledge of and understanding of barriers to learning, symptoms of anxiety and trauma, including behaviour management strategies ● Knowledge of effective support techniques and programmes to improve outcomes for students who are failing to thrive in school ● Skills and knowledge to support students to engage in school and progress in their learning. ● Be effective at liaising with a range of staff and other professionals. ● Demonstrate use of initiative and pro-activity in support of students and staff. ● Confident in the use of ICT to support learning and for administrative/ organisational effectiveness ● Driving licence and use of car

Interpersonal Skills

- Commitment to the school's vision and values
- Ability to work as a team leader and as a team member
- Ability to relate well to adults and to students of all ages and abilities and to colleagues
- Ability to motivate and assist young people of all ages who have a range of difficulties.
- Good oral and written communication skills, including negotiation skills
- Be reliable, positive, enthusiastic and proactive.
- Be flexible in adapting to changing workload demands and meeting challenges